

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **ADMINISTRATIVE ASSISTANT** in the in the Tamale Sub-Office of the Regional Executive Office (REXO) of USAID/West Africa. The primary purpose of the position is to provide a variety of administrative and programmatic support services to the team as well as the day-to-day operations in the Sub-Office.

Education & Prior Work Experience: Completion of secondary school and specialized training in secretarial or business studies plus three years of progressively responsible experience as a secretary and or administrative assistant in an international organization or a large firm are required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢15,212.00 – GH¢22,813.00 p.a. (depending on qualification and experience)

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra or
by Email AccraHRO@state.gov

POINT OF CONTACT

Telephone: 0302-741000
Email: AccraHRO@state.gov

When submitting your application via email, please start the subject line with the position title.

CLOSING DATE: May 09, 2013

Please note that only short-listed applicants will be contacted.

USAID/West Africa anticipates awarding one (1) Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT

BASIC FUNCTION OF POSITION:

This position is located in the Satellite Office of USAID/Ghana located in Tamale, Northern Region. The incumbent serves as the Administrative Assistant to the office with a complex program and an annual estimated budget of over \$ 100 million. The office comprises of the Economic Growth, Health, Education, and Democracy and Governance teams. The Administrative Assistant reports directly to the Sub-Office Coordinator, and provides a variety of administrative and programmatic support services to the team. The incumbent is also responsible for the day-to-day operations in the Sub-Office and performs other duties as assigned.

A. Administrative:

1. Provides logistical and operational support to the sub-office by screening all incoming correspondence and identifying appropriate personnel for each action. Drafts routine correspondence, faxes and emails and coordinate delivery to various offices and organizations.
2. Manages supervisor's calendar, making appointments with high-level government officials, donor agencies and other stakeholders. Organize logistics for implementing partner meetings and conferences, taking notes and seeing to the appropriate distribution of such. Makes travel arrangements, preparing country clearances and cables, and hotel reservations where necessary for staff.
3. Prepares and tracks timesheets for staff. Manages international travelers to the office and coordinate with other program staff to keep an up to date list of visitors to the office. Prepares requests for visas and other documentation relevant for each traveler.
4. Maintains an electronic log of unsolicited proposals to the division and provides appropriate responses and directions to queries to the division.
5. Conducts initial review of unsolicited proposals to determine whether the proposals fit within the Mission's Strategic Plan. Reviews and recommends proposals for USAID support to the Program Officer and the Project Development Officer for review and transmission to the appropriate SO Team.
6. Participates in the setting-up of, and provides logistical support for USAID-financed workshops, seminars, conferences, retreats, including a timely transmission of a great amount of correspondence to partners, preparation of background documentation, hotel bookings, setting-up of meeting rooms and equipment, preparation of guest lists, invitations, reproduction of documents, etc. Arranges business functions and conferences for Sub-Office. In cases of USAID-hosted events, reserves a suitable conference room, orders the necessary equipment, and makes arrangements for tableware.

B. Program Support

1. Assists in the clearance of Program documents through mission channels and processes. Reviews program documents for quality, accuracy and conformity to mission policies prior to submittal to mission staff for clearances or approvals.
2. Reproduces multiple copies of program documentation for the team and ensures the proper format and accuracy of such documents. Makes available bound copies of official documents for the team including briefing materials, program implementation documents, as well as portfolio review reports.
3. Follows up with the clearance of program documents through host country officials for a timely delivery and signing.
4. Liaise with Program and Contract offices for appropriate guidance on program implementation and coordinates this with cooperating partners' staff.

C. Information Management

1. Serves as point of contact for searching, retrieving and distribution of all official documents for the team. Utilizes automated document management tools to electronically categorize, store, and retrieve official documents.
2. Establishes and maintains official project and subject files for the team, and ensure complete and up to date files. Ensures hard copies of official documents are properly filed, controlled and retired.
3. Keeps an updated list of important contacts for the entire team, including Ministries and Departments, donor agencies, private sector partners and other stakeholders.
4. Provides appropriate informational material on the project to visitors.

D. Logistical and Operational Support

1. Requests maintenance of program office equipment and furnishings through the use of automated work order systems. Request support services for team members through electronic services and applications.
2. Requests office equipment and supplies for the team and maintains an office stock of supplies and tracks usage to ensure adequate supplies are provided and used appropriately.
3. Provides logistical support to partners in following up on requests for resident permits, tax exemptions and documentation on clearing project equipment through the ports.
4. Provides logistical and operational support to Technical Office staff. This includes all logistics related to staff travel, TDYers, and consultant local and international travel, including the preparation, circulation and tracking of trip requests, travel advances and travel vouchers; coordinates hotel and travel Arrangements with Travel Section.

5. Liaises with other Mission offices, implementing partners, Government of Ghana officials, donor organizations, USAID contractors to arrange appointments and meetings, conferences, etc.
6. Maintains the Satellite Office's calendar of events and provides a copy daily.
7. Drafts routine letters and correspondence on programming issues and coordinates training for the Satellite Office.
8. Manages the distribution and filing of all official and working documents, papers, and correspondence of the office.
9. Prepares all of the logistics to conduct the implementing partner meetings.

REQUIRED QUALIFICATIONS/SELECTIN CRITERIA

- a. **Education:** Completion of secondary school and specialized training in secretarial or business studies is required.
- b. **Prior Work Experience:** Three years of progressively responsible experience as a secretary and or administrative assistant in an international organization or a large firm is required.
- c. **Language Proficiency:** Level IV English (fluent) is required. Language proficiency will be tested.
- d. **Knowledge:** The incumbent for this position should have sound knowledge of office practices and basic filing systems and should be able to maintain confidentiality of financial records. The ability to set objectives, plan and follow through on multiple tasks is required.
- e. **Skills and Abilities:** Strong interpersonal skills and must be able to take initiative and multi-task, sound knowledge of office practices and filling systems and excellent computer skills in Word, Excel, and Power point soft ware. Computer skills will be tested.